

**Cheboygan County Board of Commissioners
Committee of the Whole Meeting
November 27, 2018**

The Committee of the Whole meeting of the Cheboygan County Board of Commissioners was called to order in the Commissioners Room by Chairperson John Wallace at 9:31 a.m.

Roll called and a quorum present.

PRESENT: Commissioners Karen Johnson, Richard Sangster, Michael Newman, Cal Gouine, Roberta Matelski, and John Wallace.

ABSENT: Commissioner Robert Bolinger

Commissioner Wallace gave the invocation and led the Pledge of Allegiance.

Motion by Commissioner Sangster, seconded by Commissioner Gouine, to approve the agenda as presented. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Bolinger).

CITIZENS COMMENTS

Assistant Prosecuting Attorney Melissa Goodrich introduced the Prosecutor's new Office Manager Melanie Hansen to the Cheboygan County Board of Commissioners.

SCHEDULED VISITORS/DEPARTMENT REPORTS

Sheriff Dale Clarmont introduced the newest member of the Cheboygan County Sheriff's Department. K9 Thor and Deputy Dan Stacks his handler. He thanked Roberta and Tony Matelski for allowing the Cheboygan County Sheriff's Department to have a K9 Unit because of their generous donations. The County now has two K9 officers and units in the Sheriff's Department. Deputy Dan Stacks was born and raised in the Cheboygan Area and had expressed an interest in becoming a K9 handler after having joined the Sheriff's Department in 2016. Deputy Stacks gave some history of K9 Thor stating that he was just over a year old; he came from Slovakia and was trained in narcotics, tracking, apprehensions and article searches. He thanked the Matelski family for starting the K9 unit and getting it started in Cheboygan County and allowing him to become a part of the program. He also thanked Wheeler Motors for furnishing the vehicles needed for the animals and their handlers. Commissioner Newman questioned the new recreational marijuana use being adopted. Sheriff Clarmont stated that K9 Thor would be alerting on all other drugs other than marijuana, with the changes in the law and will continue to work even though recreational marijuana has been legalized for use through the vote earlier this month.

District Health Department #4 Director Adam Koivisto presented the MSU-E 2017 Annual Report and introduced his office staff as follows: MSU-E Office Manager, Mary McTevia; MSU-E Government and Community Vitality Educator Lindsey Gardner; MSU-E Early Childhood Instructor Danielle Melching and MSU-E 4-H Program Coordinator Leigh Ann Theunick to the Board of Commissioners. He handed out a MSU-E job posting for a Community Nutrition Instructor, which will be posted on November 28th and will be open to the public. This position will be housed in the Cheboygan County Office.

MSU-E Government and Community Vitality Educator Lindsey Gardner stated that her audience for education was elected and local officials. She talked about the citizen's planner program which she just wrapped up in October and November. It was held at the Tuscarora Township hall. This program has not been held here in Cheboygan County in many years and she was very excited to hold the program again. She showed the Board of the Commissioners the workbook that the participants use stating that it was a college level type course. It consisted of 18 hours of contents for Planning Commissioners; ZBA members, and other appointed or elected officials. There were 23 participants complete the program. She thanked the County for covering the cost to have this continuing education. She described the topics that were covered. The members of the program will have a chance to become Master Citizen Planners. Currently, there was not anyone holding that credential in northeast Michigan, but she was proud to say that four (4) people from Cheboygan County have sent in applications. The Master Citizen Planners credential is an achievement recognized as the state standard of excellence for Planning Officials and Community Leaders in Michigan. She wanted to let the Board know that in her position, she does offer support to local elected officials and appointed officials and that was in formalized education programs like Citizens Planners, but she also does merging land use topics. MSU-E was developing a program about how to do Planning and Zoning around this new recreational marijuana policy. She was also available for technical support and resources.

MSU-E Early Childhood Instructor Danielle Melching stated that this past year she has been busy building early childhood programs for families, parents, grandparents, early childhood professionals, which included child care providers, foster parents, CPS workers and anyone that interacts with children on a normal basis. She was building the program by providing education for early childhood development in topics that included positive discipline; social and emotional health; mindfulness and helping children manage stress as well as academic learning topics such as math, science and literature. These programs provide hands on learning experience that gives adults the chance to learn and practice their skills in environments where children can be successful in school and in life. Our jobs as parents and in early childhood development are to build children up for the future and prepare them. This was really the most important job that we have. During the nurturing parenting program held this summer, we talked about building self-worth and how it is really important to help children to be confident and to have high self-esteem because the more confident they are, the more it will help impact their development. Her goals for 2019 were to have more partnerships and relationships with the Court systems and DHS to bring more impacting programming to the county and all the families.

MSU-E 4-H Program Coordinator Leigh Ann Theunick stated that the program was delivered through the traditional year round community clubs. There were project specific clubs such as a cooking club; after school clubs; school enrichment programs; as well as short term special interest clubs like educational offers. She partnered with Danielle Melching for a Family Science Night which was held at the Wolverine Community Schools. The Heads In, Hearts In activities was used. This was a family enrichment program that encouraged families to use their minds, putting their heads in, as a tool to expand their knowledge around a variety of topic areas. The goal of the event was to get the families, not just the children, engaging in different, fun, science and STEM (Science, Technology, Engineering and Math) related activities. Families had a chance to experience 15 different things related to science. The kids rotated through all these activities along with the families. It was a great partnership and worked well with the families. MSU-E will be doing a similar event in March, which is National Reading Month, to help promote early literacy and get children interested in reading. She was hoping to expand and grow more projects. In 2019, she was planning on holding the Cloverbud Camp again during the Cheboygan County Fair with the emphasize on poultry.

Judge Pavlich gave an update on the Drug Court and his last day with the county. He stated it has been an honor to serve the County for as long as he has. His last day here is December 7th. He thought the transition would be smoother and the governor's appointment would come quicker, but he has been in contact with them and he didn't think his successor was going to be appointed until December 21 or later. As a result, there will be a two week or longer gap between his retirement and the new judge being appointed. He would be willing to come in a couple days a week to fill in until the new judge was here, so that there would not be a big backlog for whoever comes next. The Drug Court in Cheboygan County has been around for the last 10 years. He felt it was time to publicly thank and acknowledge all of the team's efforts. To have a drug court, with federal legislation and grant funding, it required a team of eight (8) people. These team players have gone above and beyond, a lot of them have volunteered hundreds of hours for this program. He recognized the following with a plaque: 1st Case Manager Darlene McKinley; Court Administrator Karen Chapman; Probation Officer Jim Feagan; Lt. Todd Ross; Prosecuting Attorney Daryl Vizina; Counselor Diane Lissfelt and Defense Attorney Mike Ekdahl. The eight members of the drug court all went to training in Nashville in order to be able to do this program for the courts. The other component was Les and Vicky Tebo who have created and ran the drug testing facility used by the drug court. There is so many people, but without their contributions, it wouldn't exist. The Board of Commissioners thanked him for all the work he has done, as well as what he has done for the community.

ADMINISTRATOR'S REPORT

Administrator Jeff Lawson gave an update on the Jail Expansion. The kitchen equipment was pretty much installed and they were entering the home stretch of the project. He stated they were working with the security company and were expecting them to be here in December to start installed the cameras and door links. This project should be wrapped up in January for completion. The final paving will be wrapped up in the spring when the weather is suitable. DTE Energy is supposed to be here tomorrow for installation of a gas line to the storage building and replacement of the main gas line from the street into the County Building. The heat will not be turned on in the storage building until the contractor seals up the building.

Administrator Jeff Lawson gave an update on the CCE 911 Radio Project stating the technical committee will meet in early December to talk about this project. When the Administrators met a few weeks ago, the director of 911 indicated that she would like to move forward and would talk to the CCE 911 Board on purchasing the equipment for the towers, which would most likely go through Motorola. Motorola has offered a funding packet that does not require any interest to be paid in the first year. This should work out well for them to order the equipment for the towers and get it installed by the end of 2019 without having to make any payments. We will be working with the treasurer and talking with our bonding company for an installment purchase agreement through local banks instead of direct bonding to the bond market and would start this process within the next week.

OLD BUSINESS - None

NEW BUSINESS

Administrator Jeff Lawson presented the Veterans Memorial Park Donation Fund Creation Resolution #18-20. Cheboygan County has received public donations to be used on projects to improve the Veterans Memorial Park and will establish a fund to deposit and expend donations.

Tom Smith citizen of Inverness Township commented that there were eight (8) voting members on the VA Memorial Park committee, which were helping raise the monies - not the county. The committee should have the decision on how to spend the money for improvements with approval of the Board of Commissioners. He stated that they have held several meetings, which was always advertised in the newspaper and was open to the public. This project was to install new tablets to honor these fallen veterans and it was going to be a lengthy project. If anyone would like to make a donation please write your check out to the Cheboygan County VA Memorial Park Fund.

Administrator Jeff Lawson recommended that this new committee that was formed in the last couple of months and had donations deposited into this fund take the next step by having the Board assign the individuals to this committee and to develop bylaws similar to other committees, which would outline the process.

Motion by Commissioner Gouine, seconded by Commissioner Matelski, to approve

CHEBOYGAN COUNTY RESOLUTION TO CREATE A NEW FUND WITHIN THE LOCAL CHART OF ACCOUNTS FOR PURPOSES OF ACCEPTING DONATIONS FOR PROJECTS AT VETERANS MEMORIAL PARK
Resolution 18-20

WHEREAS, Cheboygan County has received public donations to be spent on projects to improve Veterans Memorial Park which is a Cheboygan County Park; and

WHEREAS, Cheboygan County will be making improvements to the park in the future and will utilize these generous donations to help complete these projects.

NOW, THEREFORE BE IT RESOLVED THAT, the Cheboygan County Board of Commissioners hereby resolves that the Cheboygan County Administration shall create a separate fund within the local chart of accounts to accept donations toward projects at Veterans Memorial Park and to charge a portion of future cost for projects when funding is available to complete projects. Any fund balance at the end at the County's fiscal year will remain in the fund and carry over to the next year to be used on future projects.

A roll call vote was taken. Motion carried 6 yes, 0 no and 1 absent (Commissioner Bolinger).

Commissioner Sangster presented the 2019 Salary & Wage Resolution – Elected Officials #18-21. He gave a summary of the salary and wage resolution for Elected Officials, which was created based on recommendations from the Board Appointment and Procedures Committee. The Board of Commissioners' salaries remain unchanged. The County Clerk, Sheriff and Treasurer salaries increase 3% for 2019.

Administrator Jeff Lawson commented on some discussion at the Board Appointments and Procedures meeting regarding the difference between the clerk salary and the treasurer's salary. He stated at one point in time, that separation was about \$1,500. When the 2016 election occurred, the Board at that time reset the wages to create the separation that you see here. It was discussed at the meeting that the clerk has dual roles, as she is the register of deeds as well for the county. Many of the comparable counties in the region did not have this; they had two separate people doing the two jobs. Therefore, the clerk and register of deeds in Cheboygan County receives more in salary than the treasurer.

Motion by Commissioner Sangster, seconded by Commissioner Newman to adopt the 2019 Salary and Wage Resolution – Elected Officials #18-21 and authorize the Chair to Sign. A roll call was taken. Motion carried with 6 yes, 0 no and 1 absent (Commissioner Bolinger).

BOARD MEMBER MATTERS FOR DISCUSSION

Administrator Lawson presented the 2019 Proposed Budget Review with a summary of all the changes made since the original recommended budget was provided to the Board of Commissioners on October 23, 2018 and November 13, 2018. The 2019 Budget would be finalized at a Public Hearing at the December 11, 2018 Finance Business Meeting, which would be advertised. An overview of the Strategic Planning – Budget Processing was given. There were no formal outcomes or evaluations.

Finance Director James Manko commented on the Fund – Summary Table of Contents for the line item budget detail. Then a Budget Report by line item that included total revenues and total expenditures for all funds.

Discussion was held on the following general ledger number accounts: **Transfer In 101-400-699.99** - Mr. Manko stated that an adjustment for SAYPA, pay raises for some of the union, along with salary and wages and fringes for the Elected Officials was made.

Contractual Service 101-285-810.00: Finance Director Manko explained that \$60,000 was added for the Board's direction for Economic Development.

Transfer Out 101-902-999.00: Finance Director Manko explained that \$150,000 was added to the marina project for the replacement of the fuel tanks. Administrator Lawson explained the changes on the Marina Project stating that when the county originally applied for the grant, the engineering estimates were \$800,000. When the estimates were received from the engineer, there was a provision to relocate the dock to the north side of the marina versus replacing the floating dock. The last estimate that was received about a week and a half ago from the engineer was about \$1.1 million. There were a couple of avenues that we were looking at. We have been talking with the State on perhaps finding additional funding either through MEDC and if that doesn't work out then what we would look at would be to go back to the Waterways Commission and ask them for additional appropriations. If they neither of those would not work, then we would have to cover the difference between the \$800,000 and the \$1.1 million. Other grant funding would offset that. This would become a timing issue to reapply for those grant funds and appropriations.

Court House Preservation 401-136-971.00: Finance Director Manko explained that \$220,000 was added for the remainder of the construction costs of the jail expansion.

Capital Outlay 450-253-970.00: Finance Director Manko explained that \$1.8 million for the counties share of the CCE 911 Emergency Radio Project. A new fund will be created associated to what was done for the Senior Citizen and Ambulance Millage.

County Marina Transfer In 590-400-699.00: Finance Director Manko explained that \$150,000 was added for the fuel tank project.

County Marina Capital Outlay 509-752-970.00: Finance Director Manko explained that \$500,000 was added for the fuel tank project.

Court House Preservation Transfer In 401-400-699.00: Finance Director Manko explained that \$220,000 was added, which was expected to be received from the delinquent tax fund.

Transfer Out 516-902-999.00: Finance Director Manko explained that \$220,000 would be transferred into the 401 fund. Administrator Jeff Lawson explained that at the next meeting was when we ask the treasurer to clear funds for the project. Last year was the first year technically when a resolution was done, but in the past, this was done by a motion. We have some funding for next year's budget under the tax fund because we have a portion of the project out for payment. We will have to come up with an amount in December that we will be asking the treasurer to transfer. The question would be: do we want to clear out as much as we can this year or keep that in reserve, or clear out what is needed this year and if we are asking for too much, this would affect what the county does for next year. There was a lot of moving parts here. The County does not do these size projects very often. Treasurer Weldon addressed the Board stating that she would have a tax surplus amount, which she will give to the Finance Director and he will be able to come up with a resolution as to how that monies can be divvied out of the general fund

Commissioner John Wallace questioned where the Road Loan fund was shown. Administrator Lawson stated that they were working on it. Commissioner Wallace wanted to make sure that there was a fund set up for this, which visually showed the monies in there. The amount was going to be capped at \$550,000 with \$350,000 that would be available.

Finance Director James Manko stated that there were still some moving parts to the draft to be finalized.

Administrator Lawson commented that the resolution to adopt the 2019 Cheboygan County Budget and General Appropriations Act was new and it still needed to be reviewed by the Civil Counsel. Discussion was held on what time to start the Public Hearing on December 11th.

Administrator Jeff Lawson commented that he did meet with Daryl Vizina and he would like to move to 37.5 hours. Probate Court has received more appropriations from the Child Care Fund then we haven't had in the past. Finance Director James Manko summarized the Child Care Fund changes. Administrator Lawson stated that Probate Court proposes to post for a SAYPA Program Manager, which position was vacant right now. Mr. Vizina was looking at having one of his intensive probation officers oversee the program and have a program coordinator that was under that person. The intensive probation officer would be at 40 hours per week. The discussion was still ongoing. If the Board was comfortable with increasing the hours to 37.5, he could make these changes in the budget for 2019. The Board voted unanimously to increase the hours to 37.5 hours.

Administrator Jeff Lawson gave some history on the Salary and Wage Resolution – non-union employees for the past three years and explained that he was trying to catch up on the wages using the five (5) comparable counties. Discussion was held with all of the elected officials on this process. He stated that this year would be the first year to step out of that three (3) year step process. The target increases were based on the union contracts 3% pay increase. This was a draft and there were still many moving parts. Sheriff Clarmont addressed the Board regarding the salary and wages for his non-union employees as well as the Treasurer Buffy Weldon. Lengthy discussion was held on keeping with the straight line percentages and the comparable with other counties, keeping the moral in the building and past history on pay freezes during the recession. Also discussions were held on employees with more than a 3% pay increase. Administrator Lawson stated that two of the three unions have settled or was in the process of settling. The Board voted unanimously to increase wages by 3% for the non-union employees along with the additional adjustments to the Sheriff's Department, the Administrative Assistant and the Equalization Director. Further discussion continued on the

Circuit Court Collection-Bond-MIDC Clerk's reclassification, Fair Board wages, the Friend of the Court's request, wage freeze for the Building Maintenance Engineer, Marina wages, recruitment of a Planner, Probate Court Administrator wages, Prosecutor's Office Manager/Confidential Secretary wages and the new classification for SAYPA.

CITIZENS COMMENTS - None

BOARD MEMBER COMMENTS

Commissioner Sangster commented about possibly adding a topic to the work session agenda on looking at and setting up a salary and wage policy for the courts.

Motion by Commissioner Newman, seconded by Commissioner Wallace, to go into closed session at the request of the county administrator on behalf of the county, a party to a collective bargaining agreement with the GELC Union who is actively engaged in contract negotiations with the union, pursuant to Section 8(c) of the Open Meetings Act, being MCL 15.268(c). A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

Closed Session at 11:54 a.m.

Back in Open Session at 12:16 P.M.

Commissioner Gouine commented on water issues regarding the buildings on either side of the demolished Gold Front Building. Administrator Jeff Lawson stated that Matt Barber was sealing up the top of the block wall on the furniture store. When water proofing was done, the County paid for the basement to be sprayed with a sealer for the property owner. He stated that he was still getting a little bit of water in, but it could be coming through the block and weeping down through the wall. As far as the other building, we had Doyle Roofing up there and they stated that the roof needed to be replaced. He relayed that to the property owner and stated the County would seal the top of the wall, but was not going to take any responsibility for any leaks.

Commissioner Wallace commented on the Committee assignments for 2019 and asked if they would work on them and get them back to him. He reminded the Board of Judge Butts retirement party, which was scheduled for December 19th and the Cheboygan County Christmas Party scheduled for December 13th at Noon in the Commissioner's Room.

Motion by Commissioner Wallace, seconded by Commissioner Newman, to adjourn to the call of the chairperson. Motion carried with 6 yes, 0 no and 1 absent. Meeting adjourned at 12:23 P.M.

Karen L. Brewster
Cheboygan County Clerk Register

John B. Wallace
Chairperson